



## TERMS OF REFERENCE STEVENSON REDEVELOPMENT COMMITTEE

**Authority:** The Stevenson Redevelopment Committee operates as a Special Committee under the authority of the Board of Directors and as outlined in the Stevenson Memorial Hospital (SMH) Corporate By-laws, Article 8 and Board Policies V-A-2, Roles and Responsibilities of the Board of Directors, V-A-3, Roles and Responsibilities of Individual Board Directors; V-A-7, Board Standing and Special Committees. No decision of this Committee shall be binding on the Board until approved or ratified by the Board.

**Membership and Quorum:** Quorum of a Special Committee for the purpose of conducting business will be more than 50% of the voting members of the Committee.

The presence of Board Chair at Committee meetings counts towards quorum; whereas; the absence of the Board Chair at Committee meetings does not count against quorum. For greater clarity, the intent to this rule is to recognize that the Board Chair may not attend every meeting.

The members of the Stevenson Redevelopment Committee shall consist of:

### Voting Members:

1. at least three (3) elected Directors, one of whom shall serve as Chair;
2. up to five (5) Advisory Members with a specific skill set, as required by the Committee from time to time; that will support the work of the Committee;
3. one (1) representative or delegate of the SMH Foundation Board;
4. up to two (2) representatives from local Town Councils and/or their Chief Administrative Officer;
5. Chief Executive Officer (CEO); and
6. Board Chair, ex-officio.

### Non-Voting Members:

7. President of the Medical Staff (or designate);
8. Vice-President/Chief Nursing Officer (or designate);
9. Chief Financial Officer (CFO);
10. Manager of Facilities; and
11. Hospital Marketing/Communication Specialist.

**Scope:** To oversee the Stevenson Memorial Hospital Redevelopment project through completion.

**Mandate:** The Stevenson Redevelopment Committee shall:

1. identify and recommend the needs of Stevenson Memorial Hospital for infrastructure enhancement for the short term and the long term;
2. establish and recommend a comprehensive plan to address the short term and long term infrastructure needs of the Hospital once identified;

3. gain the support and engagement of individuals in the SMH catchment area/community having the skills and expertise needed to assist the hospital in accomplishing the objectives set out in the infrastructure needs plan;
4. monitor progress of the redevelopment project with respect to the project plan, on behalf of the Board;
5. report to the Board on a regular basis and at least each quarter;
6. review proposals/contracts from redevelopment consultants and make recommendation to the Board;
7. review any proposed submission to a third party with respect to redevelopment, prior to its submission and make recommendation to the Board;
8. review annually the Committee Terms of Reference and if any change is recommended forward same to the Governance and Nominating Committee for consideration;
9. prepare an annual work plan for the Committee that describes topics to be addressed at each meeting for approval by the Board; and
10. assume such other duties as may be assigned from time to time by the Board.

**Administration:** Support is provided by the office of the CEO.

**Reporting:** The Committee reports to the Board of Directors.

**Schedule:** The Committee meets at least four (4) times per year at the call of the Chair.

<b>Original Effective Date:</b> Nov 2011
<b>Reviewed/Revised Date:</b> Feb 13; Nov 14; Feb 15; Dec 15; Dec 16